

Good day, Ms. Iris and Ms. Ramz:

I hope this message finds you well.

Please accept this letter as my formal notice of resignation from my position as Training Coordinator at iPloy, OPC, effective July 1, 2025, with my last working day on June 30, 2025.

After careful reflection, I have made the decision to step away for personal reasons that I am not in a position to disclose. I understand this notice may come as a surprise, and I sincerely apologize for any inconvenience it may cause. The urgency of certain time-sensitive paperwork required me to act promptly in initiating this transition.

I want to sincerely thank you for the opportunity to be a part of the team over the past year. It's been a meaningful experience, and I've learned and grown a lot during my time here. I'm especially grateful for the support, collaboration, and trust I've received from both of you and from my colleagues.

As I transition out of my role, I'm committed to helping ensure a smooth handover of my responsibilities. Please don't hesitate to let me know how I can assist during this time.

Wishing you and the whole iPloy team continued success.

Sincerely,


Georgette Jane Singson

Noted and approved:
Effective date June 25, 2025

Signed:

Marishka Iris Arcilla
HR Manager